

Agenda Item No. 5

Guidelines for Access to Public Records for the California Cultural and Historical Endowment

Public records maintained by the California Cultural and Historical Endowment will be available for inspection by members of the public pursuant to the following procedures:

1. Public records maintained by the California Cultural and Historical Endowment shall be available for inspection during the regular business hours of the Endowment, Monday through Friday, 8a.m. to 4 p.m.
2. Requests for inspection or copying of public records:
 - Should be specific, focused and not interfere with the ordinary business operations of the Endowment. Where a request is not specific and focused, Endowment staff will assist the requester to identify the requested information, describe the technology or physical location of the record, and provide suggestions of how to overcome practical barriers to disclosure. The operational functions of the Endowment will not be suspended to permit inspection of records during periods in which such records are reasonably required by Endowment personnel in the performance of their duties. If the request requires review of numerous records, a mutually agreeable time should be established for the inspection of the records.
 - Should sufficiently describe records so that identification, location and retrieval of the records can be achieved by Endowment personnel.
 - Are encouraged to be made in writing unless the request involves records which are maintained by the Endowment for the purpose of immediate public inspection.
3. The Endowment may refuse to disclose any records that are exempt from disclosure under the Public Records Act. (See, e.g., Gov. Code, § 6254 *et seq.*)
4. Physical inspection of the records shall be permitted within the Endowment's office and under the conditions determined by the Endowment. Upon either the completion of the inspection or the oral request of Endowment personnel, the person conducting the inspection shall relinquish physical possession of the records. Persons inspecting Endowment records shall not destroy, mutilate, deface, alter, or remove any such records from the Endowment. The Endowment reserves the right to have Endowment personnel present during the inspection of records in order to prevent the loss or destruction of records.

5. Upon any request for a copy of records, other than records the Endowment has determined to be exempt from disclosure under the Public Records Act, Endowment personnel shall provide copies of the records to any person upon payment of a fee (10 cents per page) covering costs of duplication.
6. A copy of these guidelines shall be posted in a conspicuous public place in the office of the California Cultural and Historical Endowment, and a copy thereof shall be made available free of charge to any person requesting such copy.

April 2006